

CERT LEADERSHIP

The coordination of county services requires clear lines of authority, assuring cooperation and interaction for routine operations as well as in emergencies. Procedures already in place should be applicable to any hazard. Cobb Emergency Management Agency (CEMA) directly reports to the County Manager who also directly supervises the other county departments including the Department of Public Safety. In addition to the Cobb County Government agencies, all Cobb County cities' agencies (including fire and police) as well as private ambulance services and non-governmental organizations are a vital part of the emergency management system. These organizational relationships allow for the optimal use of county resources in the advent of a disaster.

Cobb CERT members are not county employees but are citizen volunteers who work under the umbrella of CEMA in the time of disaster in order to provide aid and assistance to the residents of Cobb County. CEMA is the overall authority for CERT; however, the governance structure of CERT includes selected and appointed volunteers. The CERT Leaders shall include the Deputy Director of CEMA, the CEMA CERT Coordinator, the Cobb Citizen Corps Advisory Council, the District Leaders, Working Group/Team Chairpersons, and Special Project/Program Coordinators. CERT District Leaders and Working Group/Team Chairpersons shall have an appointed assistant that is prepared to take their place should the leader be unavailable for any reason and is in line for succession.

A. Duties:

1. CEMA—the CEMA staff is responsible for the management, operations, and funding of the entire Program. This includes but is not limited to the coordination of initial training, sustainment of training, retention of members, selection of instructors and leaders, selecting and approving projects/programs, technology support such as maintenance of membership databases, website, and notification system(s), and administrative and financial support.
 - a. The CEMA Deputy Director is the CERT Program Manager with the following additional duties:
 - i. Ensures that all meetings are held as required by these guidelines;
 - ii. Presides at all Leadership Meetings;
 - iii. Ensures that provisions in these guidelines are adhered to;
 - iv. Ensures that all policies, resolutions, and directives of the CERT Leadership are carried out;
 - v. Creates all committees and special projects, unless otherwise approved by these guidelines;
 - vi. Serves as an ex officio member of all committees;
 - vii. Directs all other CEMA staff to support CERT as needed, and

- viii. Performs other appropriate duties as the County may direct.
 - b. The CEMA CERT Coordinator is responsible for daily operations and the following additional duties:
 - i. In the absence of the CEMA Deputy Director, the CEMA CERT Coordinator shall assume the duties specific to CERT of the CEMA Deputy Director;
 - ii. Attends all meetings of the CERT Leadership and records an overview.
 - iii. If the CEMA CERT Coordinator is unable to attend any meeting, she/he shall appoint some member to attend such meeting and record the proceedings.
 - iv. Prepares, distributes, and maintains records of all contact information, correspondence, notices of meetings, and proceedings of the CERT Leadership;
 - v. Maintains a calendar of events;
 - vi. Updates and distributes membership information to the District Leaders monthly;
 - vii. Gathers all required documentation from CERT Leadership and provides to the designated contact;
 - viii. Schedules and presides over leadership interview panels.
- 5. Citizen Corps Advisory Council—these community leaders are appointed and serve on the council to provide advice and policy recommendations (such as the CERT Guidelines) to CEMA regarding CERT and other Citizen Corps volunteer programs. In compliance with federal guidelines, the Cobb County Commission established the Citizen Corps Advisory Council in 2003 by Resolution. They may elect to take on special projects as the liaison between the community and the county for CERT and other Citizen Corps volunteer programs.
- 6. CERT District Leaders—these leaders are responsible for enhancing the operation readiness of CERT members within assigned geographical areas. Together, all District Leaders and CEMA determine the best operational procedures for all of Cobb CERT. Responsibilities include threat and risk assessments, drills, team building, and implementation of any other approved operational procedures in the event of activation. Other duties include:
 - a. Personally attending or having an assistant attend all District Leader Meetings;
 - b. Coordinating and presiding over a minimum of 6 District Meetings annually;
 - c. Participating in annual goal setting for CERT Program.
 - d. Maintaining District Meeting overviews and other required or requested documentation and submitting to CEMA within timelines;
- 7. CERT Working Group/Team Chairpersons—these leaders are assigned tasks within a specific function of which to support the entire program. If assistance

is needed, CERT members throughout the entire program who meet the criterion for each working group can volunteer to support these leaders. Working Groups include, but are not limited to: Analysis and Evaluation Working Group, Community Education Working Group, Communications Working Group, Community Preparedness Working Group, the Social and Team Building Working Group, and the Volunteer Search and Rescue Team.

- a. Personally attending or having an assistant attend all Working Group/Team Meetings;
 - b. Coordinating and presiding over a minimum of 3 Working Group/Team Meetings annually;
 - c. Participating in annual goal setting for CERT Program.
 - d. Maintaining Working Group/Team Meeting overviews and other required or requested documentation and submitting to CEMA within timelines.
8. CERT District Leader/Working Group Chair Assistants—these leaders are assigned to support the District Leader/Working Group Chair in all responsibilities. In the absence of the DL/WGC, the Assistant shall assume the duties specific to CERT of the DL/WGC. The Assistant is in line of succession for the DL/WGC.
 9. Special Projects and Program Coordinators—these leaders are appointed by the CEMA Deputy Director to carry out the programs that will best serve the interest of CERT. The duties of each shall be defined at the time of appointment and will cease to function if or when their special task is completed.

B. Appointment/Selection:

1. The CEMA Deputy Director, CEMA CERT Coordinator, Citizen Corps Advisory Council members, and Special Projects and Program Coordinators are appointed.
2. The District Leaders and Working Group/Team Chairpersons and Assistants shall participate in a selection process including an application and interview. At a minimum, the CEMA CERT Coordinator, one representative from at least two of the leadership groups (Citizen Corps, District Leaders, Working Group/Team Chairpersons or Special Project/Program Coordinators) will serve on the Interview Panel. Recommendation of the selected candidate is directed to the CEMA Deputy Director for final approval.

C. Tenure:

1. Individuals currently holding the title of CEMA Deputy Director and CEMA CERT Coordinator shall retain the authorized positions. The Cobb Citizen Corps shall serve according to their appointment term outlined in the 2003 Cobb Board of Commissioners Resolution. The Special Projects and Program Coordinators shall serve until their special task is completed.

2. The leadership of the districts and working groups shall commit to a three (3) year progressive service (beginning in 2010). District Leaders, Working Group/Team Chairpersons shall serve as follows:
 - a. Assistant Leaders and Assistant Chairpersons—one year; then
 - b. Leaders and Chairpersons—one year; then
 - c. Immediate Past District Leaders and Working Group/Team Chairpersons—one year.
 - d. Terms shall be staggered the first year so as not to transition to untrained leadership during implementation.
 - i. Districts 2, 4, 6, 8 leaders shall rotate December 31, 2010.
 - ii. Districts 1, 3, 5, 7, 9 leaders shall rotate December 31 2011.
 - iii. Comm. WGC, Social & Team Building WGC & VSAR leader shall rotate December 31, 2010.
 - iv. Community Preparedness WGC, Analysis & Evaluation WGC, and Education WGC shall rotate December 31, 2011.